ROCHDALE BOROUGH COUNCIL

SCHOOL: Heybrook Primary School

JOB DESCRIPTION

Job Title:	Teaching Assistant (Level 2)
Grade:	Grade 3 (SCP) 5-6
Responsible to:	**Headteacher**
Responsible for:	**Not applicable**
Hours of Duty:	**18 Hours Per Week Term Time Only**
Any Special Conditions of Service:	➢ The Postholder may be required to attend evening and weekend meetings ➢ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. ➢ **Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. ➢ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	➢ Approach the job at all times using the values set out in the Rochdale Way: • Proud • Passionate • Pioneering and Open ➢ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

1. To act as a responsible adult and assist with the supervision, personal care, welfare and keeping safe of individuals and/or groups of children and their environment under the direction/instruction of teaching and/or senior staff, inclusive of assisting with resources and basic classroom management techniques to support their learning.

2. To be committed to safeguarding and promoting the welfare of children and young people

CONTROL OF RESOURCES

Personnel
To be responsible for the direction, support and motivation of self and any staff under the postholder's control.

Financial
To work in accordance with Financial Regulations and procedures of the Authority/Schoo**l.**

Equipment/Materials
To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Teaching resources including audio visual and computer equipment.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Authority's/School's Performance Management Framework.

Relationships (Internal and External)

Internal:
1. School staff
2. Users of the Nursery Unit/School
3. Volunteers
4. Pupils
5. Governors

External: 1. Parents/Carers
2. Staff in other schools and within the LA.
3. Suppliers of equipment and services

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES ***** ***NB please delete any not relevant to the requirements of the post***

It is expected at Level 2 that the postholder will work under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan to enable access to learning which will be in addition to undertaking the core duties outlined in the Level 1 job description.

1. **Help to keep children safe by:**
   - preparing and maintaining a safe and hygienic environment
   - dealing with accidents, emergencies and illness
   - supporting the safeguarding of children
   - encouraging children's positive behaviour

2. **Provide support for learning activities by:**
   - supporting the teacher in planning learning activities
   - supporting the delivery of learning activities
   - supporting the teacher in the evaluation of learning activities
   - promoting independence

3. **Support children's development by:**
   - contributing to the development of children physically, emotionally and socially and the associated skills
   - contributing to children's communication and intellectual development
   - contributing to planning to meet children's development needs

4. **Support literacy and numeracy development by:**
   - supporting pupils to develop their reading, writing skills, speaking/talking and listening skills
   - supporting pupils to develop numeracy skills and to use and apply mathematics

5. **Support the use of information and communication technology for teaching and learning by:**
   - preparing and supporting the use of ICT resources for use in teaching and learning

6. **Use information and communication technology to support pupils' learning by:**
   - undertaking the preparation of ICT to support pupils' learning
   - supporting pupils' learning through

7. **Observe and report on pupil performance to inform the teacher's assessment and planning**

8. **Prepare and maintain the learning environment by:**
   - preparing the learning environment and learning materials for use
   - monitoring and maintaining the learning environment and resources

9. **Provide displays by:**
   - setting up, maintain and dismantling displays.

10. **Promote positive behaviour by:**
    - implementing agreed behaviour management strategies
    - supporting pupils in taking responsibility for their learning and behaviour

11. **Develop and promote positive relationships by:**
    - interacting with and responding to children and adults
    - developing positive relationships with children and adults
    - communicating effectively with children and adults
    - supporting children in developing positive relationships

12. **Provide effective support for your colleagues by:**
    - maintaining working relationships with colleagues
    - developing your effectiveness in a support role

13. **Support the development and effectiveness of work teams by:**
    - contributing to effective team practice
    - contributing to the development of the work team

14. **Reflect on and develop practice by:**
    - reflecting on own professional practice
    - taking responsibility for and participating in continuing professional development

15. **Support children's play and learning by:**
    - participating in activities to encourage communication and language
    - providing opportunities for children's drama and imaginative play
    - encouraging and supporting children to be creative in physical play
    - creating a range of play opportunities to children
    - supporting children's rights and choices in play
    - encouraging children to explore and investigate

16. **Contribute to supporting bilingual/multilingual pupils by:**
    - contributing to the development of skills of bilingual/multilingual pupils in the target language
    - supporting bilingual/multilingual pupils during learning activities

17. **Support a child with disabilities or special educational needs by:**
    - supporting a child with disabilities or special educational needs by providing care and encouragement
    - providing support to help the child to participate in activities and experiences
    - supporting the child and family according to the procedures of the setting

In addition, the role may possibly include: -

18. Contribute to moving and handling individuals by:

- preparing children, environments and equipment for moving and handling
- enabling children to move from one position to another

19. Support individuals during therapy sessions by:

- preparing and maintaining environments, equipment and materials prior to, during and after therapy sessions
- supporting individuals prior to and within therapy sessions
- observing and providing feedback on therapy sessions

20. Invigilate tests and examinations by:

- preparing to run tests and examinations
- implementing and maintaining invigilation requirements

SECONDARY DUTIES

1. The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

2. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of **Authority/School**, as may be determined by the **Authority/School** (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____